



NORTH CAROLINA
Department of Transportation



Airport Directed Funds Process

State Capital and Infrastructure Fund (SCIF)

General Aviation Legislative (GAL)

February 8, 2023

Topics for Today

- Recap **SCIF** Funding
- Quarterly Reporting Process
- Airport Compliance Requirements
- SCIF Q&A
- Recap **GAL** Funding
- GAL Q&A

FY2020/FY2021 GAL Funding Recipients

1. Cape Fear Regional Jetport SUT
2. Gastonia Municipal Airport AKH
3. Johnston Regional Airport JNX
4. Laurinburg-Maxton Airport MEB
5. Raleigh Executive Jetport TTA
6. Rockingham/Shiloh Airport SIF
7. Statesville Regional Airport SVH



State Capital and Infrastructure Fund (SCIF)



- S.L. 2021-180 appropriated **\$126.6M** to 18 airports for SFY2022
- S.L. 2022-74 appropriated **\$49.6M** to 11 airports for SFY2023
- Part of funds administered by Office of State Budget and Management (OSBM) through state agencies
- NCDOT Aviation charged with managing airports funding under an MOA with OSBM
- Anticipate additional SCIF funds forthcoming

Key Differences

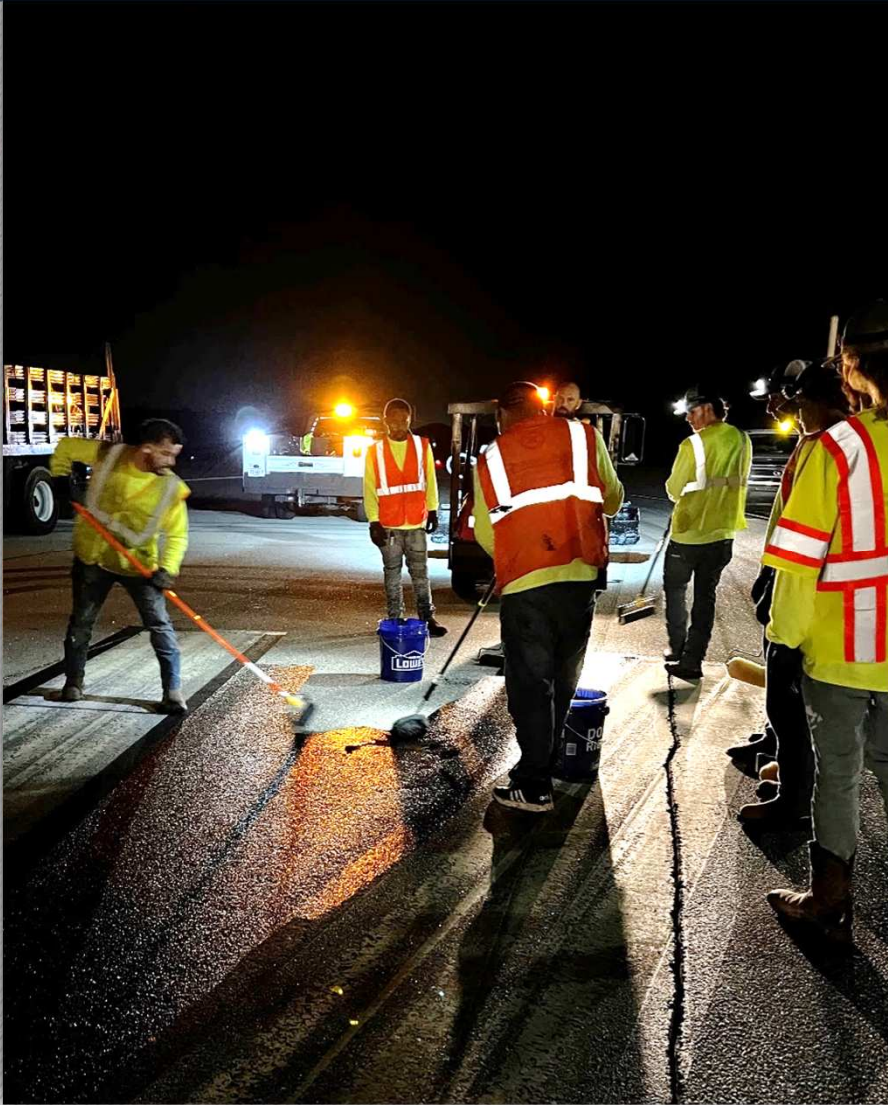
Legislatively-Directed Grants vs. State Aid Grants

- Grant funding **up front** vs. reimbursement
- Airports provide **documentation** as projects progress



SCIF: Eligible Uses of Funds

- “**Capital improvements**” is defined by General Statute 143 as “A term that includes real property acquisition, new construction or rehabilitation of facilities, and repairs and renovations over \$100,000 in value”
 - Cannot be used for debt service, general operating expenses or equipment purchases
- Per 2 CFR § 200.1 Real property means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.



Accounting for SCIF funds

- Funds must be **accounted for separately** (cannot be “comingled”)
- **Accrued interest earned** must be applied to your specified project(s)
- Airports are responsible for tracking accrued interest earned and expended on SCIF funds.
- If airport receives **FUTURE** SCIF funds, those funds will have to be accounted for separately and cannot be combined with any current SCIF funding.
- SCIF expenses must have been incurred on or after July 1, 2021 (the effective date of the budget)

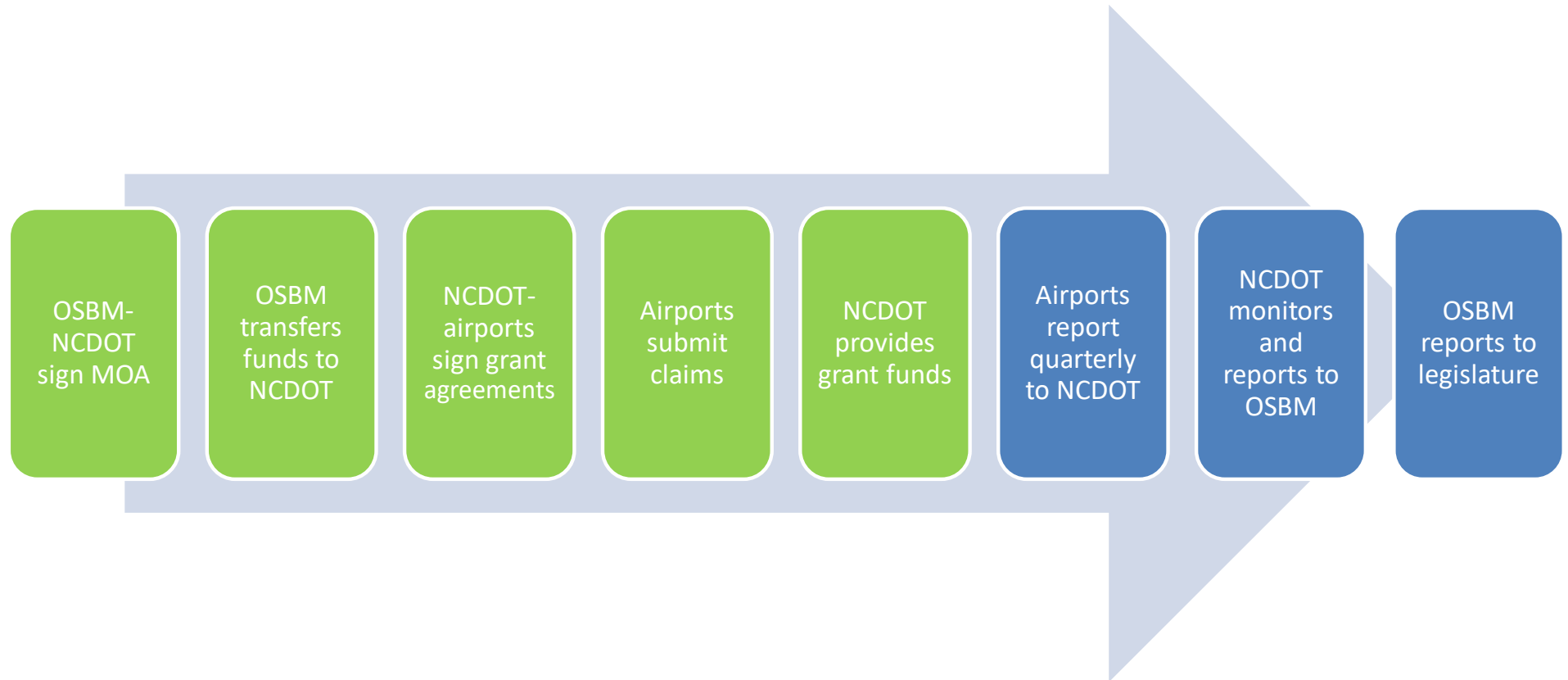




Reporting: Complying & Educating



SCIF Grants Reporting



Quarterly Reporting Forms

Due 10 days after each quarter ends

Quarterly Report Due Dates

July 10


Oct. 10

Jan. 10

April 10

1. AV-106 Encumbrance Report
2. AV-107 Quarterly Progress and Expense Report
3. AV-109 Proposed Projects Form *(only if the scope of your project changes)*

AV-106 Directed Funding Encumbrance Report

Form: AV-106 Directed Funding Encumbrance Report		 DIVISION OF AVIATION <small>NORTH CAROLINA DEPARTMENT OF TRANSPORTATION</small>		
Airport Name:				
WBS #:				
Report for SFY Quarter Ending Date:				
This form applies to approved projects on the AV-109 (Proposed Directed Funding Projects Form) that have executed contracts ONLY.				
		Total Encumbered \$ -		
Project Title (approved on AV-109)	Consultant or Contractor Name	Date of Executed Contract	Contracted Amount Executed	Debt Service? (Yes/No)

*Note: This is a cumulative list of all contracts. Do NOT delete previous entries.

- Identify executed work authorizations and/or construction contracts, etc.
- Consultants and contractors must be NCDOT Prequalified.
- Form automatically totals executed contracts to determine “encumbrance” amount of directed funds
- Upload executed contracts to the EBS Agreement, as they become available

AV-107

Quarterly Progress and Expense Report

Two tabs

*Keep in excel format
(don't PDF the forms)*

[illegible]

Tab One: Quarterly Progress Report

AV-107 Directed Funding Quarterly Progress Report



Airport Name: _____
 WBS #: _____
 Date: _____

Report for SFY Quarter (YYYY-QX): _____

*Is Project Scope Changing? _____

If "Yes", what change # is this? _____

**If "yes", the AV-109 is required in addition to AV-107.*

QUARTERLY UPDATE (EoQ = End of Quarter)

Accrued Interest Earned To-Date by EoQ: \$ _____

Accrued Interest Expended To-Date by EoQ: \$ _____


Grant Funds Expended Total-to-Date: \$ _____

MILESTONE DATES

(enter N/A if not applicable)

(Enter N/A if not applicable)									
Objective		Project A		Project B		Project C		Project D	
Expected Results									
		Performance Measure(s)							
		Date		Date		Date		Date	
		Started	Completed	Started	Completed	Started	Completed	Started	Completed
Design Completed									
Under Contract									
Under Construction									
Construction Complete									
Project Complete									
Placed Into Service									

Tab One: Quarterly Progress Report



AV-107 Directed Funding Quarterly Progress Report

Airport Name: ABC Airport
WBS #: 36244.11.22.3
Date: 10/9/2022

Report for SFY Quarter (YYYY-QX): 2023-Q1
*Is Project Scope Changing? No
If "Yes", what change # is this? N/A
**If "yes", the AV-109 is required in addition to AV-107.*

QUARTERLY UPDATE (EoQ = End of Quarter)

Accrued Interest Earned To-Date by EoQ: \$ 1,150.00
Accrued Interest Expended To-Date by EoQ: \$ 675.00
Grant Funds Expended Total-to-Date: \$ 35,675.00

MILESTONE DATES
(enter N/A if not applicable)

	Terminal Project	Purchasing ARFF Truck	ILS Replacement	N/A
Objective	Construct new terminal at ABC Airport	Purchase equipment for ABC Airport	Replace the Localizer and install new glideslope cables	
Expected Results	New terminal is built and placed into use at ABC Airport	New ARFF equipment purchased and placed into use at ABC Airport	New instrumentation installed at ABC Airport	
	Performance Measure(s)			
	<div style="display: flex; justify-content: space-between;"> <div>Date</div> <div>Date</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Started</div> <div>Completed</div> </div>		<div style="display: flex; justify-content: space-between;"> <div>Date</div> <div>Date</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Started</div> <div>Completed</div> </div>	

Tab One: Quarterly Progress Report

MILESTONE DATES (enter N/A if not applicable)								
Objective	Terminal Project		Purchasing ARFF Truck		ILS Replacement		N/A	
	Construct a new terminal at ABC Airport.		Purchase equipment at ABC Airport		Replace the Localizer and install new glideslope cables			
Expected Results	New terminal is built and placed into use at ABC Airport		New ARFF equipment purchased and placed into use at ABC Airport.		New instrumentation installed at ABC Airport			
Performance Measure(s)								
	Date		Date		Date		Date	
	Started	Completed	Started	Completed	Started	Completed	Started	Completed
Design Completed	7/1/2022	5/30/2023	N/A	N/A	N/A	N/A		
Under Contract	6/15/2023	6/15/2023	N/A	N/A	8/15/2023	8/15/2023		
Under Construction	7/1/2023	5/1/2024	N/A	N/A	9/1/2023	5/1/2024		
Construction Complete	5/1/2024	5/1/2024	N/A	N/A	5/1/2024	5/1/2024		
Project Complete	5/1/2024	5/1/2024	TBD	TBD	5/1/2024	5/1/2024		
Placed Into Service	5/15/2024	5/15/2024	TBD	TBD	5/15/2024	5/15/2024		
Equipment Order Placed	N/A	N/A	7/17/2022	7/17/2022	N/A	N/A		
Equipment Received	N/A	N/A	TBD	TBD	N/A	N/A		
Equipment Installed	N/A	N/A	TBD	TBD	N/A	N/A		

AV-107 Directed Funding

Airport Name: _____
WBS #: _____
Date: _____

Note: By submission of this report, sponsor guarantees the invoices listed below are available

[illegible]

Tab Two: Quarterly Expense Report

AV-107 Directed Funding Quarterly Expense Report



Airport Name: _____
 WBS #: _____
 Date: _____

Sum Per Project **Project A Total** **Project B Total** **Project C Total** **Project D Total**
 \$ - \$ - \$ - \$ -

Note: By submission of this report, sponsor guarantees the invoices listed below are available upon request for review by DoA and that the invoices will be kept for 5 years from **grant closeout**.

EXPENDITURES

SFY and Quarter (YYYY-Qx)	Vendor Name	A-Code Category	Invoice #	Invoice Date	Brief Invoice Description	Invoice Amount (\$)	Sales Tax (\$)	Invoice Amount without Sales Tax (\$)	Project A	Project B	Project C	Project D
								\$ -				
								\$ -				
								\$ -				
								\$ -				
								\$ -				
								\$ -				
								\$ -				

Tab Two: Quarterly Expense Report

AV-107 Directed Funding Quarterly Expense Report



Airport Name: ABC Airport
 WBS #: 36244.11.22.3
 Date: 1/1/2023

Sum Per Project


Project A Total	Project B Total	Project C Total	Project D Total
\$ 5,010	\$ 24,670	\$ 78,067	\$ -

Note: By submission of this report, sponsor guarantees the invoices listed below are available upon request for review by DoA and that the invoices will be kept for 5 years from grant closeout.

EXPENDITURES

SFY and Quarter (YYYY-Qx)	Vendor Name	A-Code Category	Invoice #	Invoice Date	Brief Invoice Description	Invoice Amount (\$)	Sales Tax (\$)	Invoice Amount without Sales Tax (\$)	Terminal Project	Purchasing ARFF Truck	ILS Replacement	N/A
2023-Q1	ARFF Supplier	A107	1	8/1/2022	Installment payments for ARFF	\$ 5,000.00	\$ 65.00	\$ 4,935.00		\$ 4,935.00		
2023-Q1	ARFF Supplier	A107	2	9/1/2022	Installment payments for ARFF	\$ 5,000.00	\$ 67.00	\$ 4,933.00		\$ 4,933.00		
2023-Q1	ARFF Supplier	A107	3	10/1/2022	Installment payments for ARFF	\$ 5,000.00	\$ 66.00	\$ 4,934.00		\$ 4,934.00		
2023-Q1	ARFF Supplier	A107	4	11/1/2022	Installment payments for ARFF	\$ 5,000.00	\$ 65.00	\$ 4,935.00		\$ 4,935.00		
2023-Q1	ARFF Supplier	A107	5	12/1/2022	Installment payments for ARFF	\$ 5,000.00	\$ 67.00	\$ 4,933.00		\$ 4,933.00		
2023-Q2	Paul's Trucking	A106	5111-1	1/15/2022	Hauling rock to construction site	\$ 1,250.00	\$ 16.00	\$ 1,234.00	\$ 1,234.00			
2023-Q2	Paul's Trucking	A106	5111-2	2/15/2022	Hauling rock to construction site	\$ 1,300.00	\$ 17.00	\$ 1,283.00	\$ 1,283.00			
2023-Q2	Paul's Trucking	A106	5111-3	3/15/2022	Hauling rock to construction site	\$ 1,175.00	\$ 15.00	\$ 1,160.00	\$ 1,160.00			
2023-Q2	Paul's Trucking	A106	5111-4	4/15/2022	Hauling rock to construction site	\$ 1,350.00	\$ 17.00	\$ 1,333.00	\$ 1,333.00			
2023-Q2	ILS	A108	1752-1	6/1/2022	ILS Replacement	\$ 80,000.00	\$ 1,023.00	\$ 78,977.00			\$ 78,977.00	

Complete AV-109 Proposed Project Form if Project Scope Changes


DIVISION OF AVIATION
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Form: AV-109 PROPOSED DIRECTED FUNDING PROJECTS

FUNDED BY:

☐ State Capital and Infrastructure Funds (SCIF) ☐ NC Airport Improvement (NCAIP) Funds ☐ General Aviation Legislative (GAL) Funds

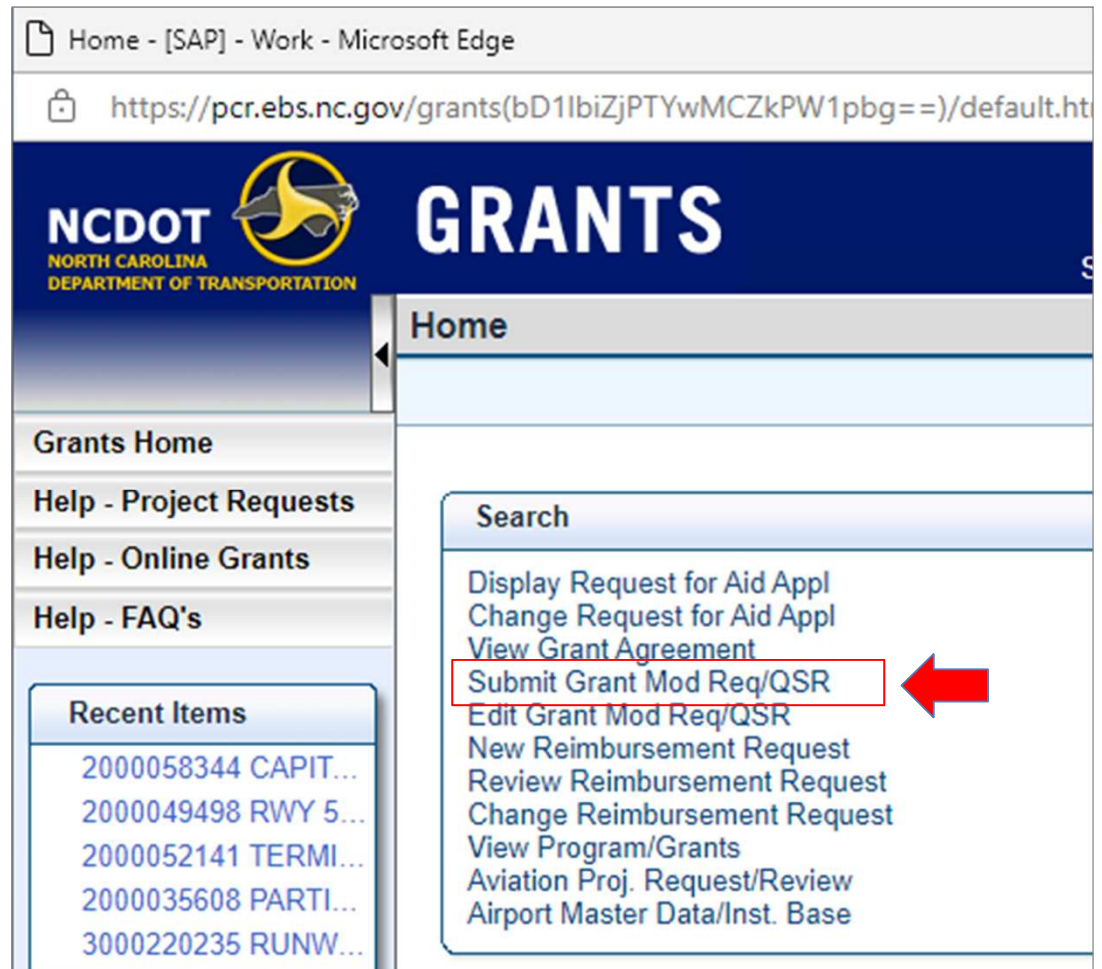
PLANNED PROJECTS: Please provide in the table below a complete list of all projects planned for your appropriation.

Airport Name: WBS #: Date:

1. Is project scope changing?
2. If "yes", what change # is this?
3. Has this change been discussed with the legislator that supported funding?
4. Report for SFY Quarter Ending Date:

Project Title	Project Description	Estimated Cost of Directed Funds Proposed for this Project (\$00,000,000)	Other Project Funding Sources, if any (\$ Federal, State, Local or Other)	Estimated Start Date (MM/YYYY)	Estimated End Date (MM/YYYY)

Submit quarterly reports via the **Submit Grant Mod Req/QSR** link



Select Aviation Change Request Form Version 3

Search: Change Request Form Back

Search Criteria Hide Search Fields

Agreement ID is *4632

Agreement Description is

WBS Element equals


FA Project Number is

Maximum Number of Results: 100

Save Search As: ☐ Include View

Result List Filter:

Agreement ID	Agreement Description	WBS Element	Change Request Form
2000004632	PAPI REPLACEMENT	36237.5.13.1	Aviation Quarterly Status Report Ver. 3
2000004632	PAPI REPLACEMENT	36237.5.13.1	Aviation Change Request Form Version 3



Non-amount Change Request Form for Quarterly Reporting

Change Request: 4000031830, RUNWAY 3/21 REHABILITATION Back

Save | Cancel | Create Activity | Refresh

Request


Version: 0000000002 Last Changed By: 2JVINSON
View: Aviation Agreement Change View Change Date: 12/14/2021 09:59:34

Code	Expense Description	Approved Budget	Claimed Amount	Change Amount(+/-)	Proposed Amount
A101	A101 - Administrative Expense				
A102	A102 - Preliminary Eng., Planning, Testing	\$84,604.00			\$84,604.00
A103	A103 - Land Acq., Str./Utility Relocation				
A104	A104 - Engineering Services Basic Fees				\$32,310.00
A105	A105 - Project Inspection, QA, Testing				
A106	A106 - Const. & Project Improvement Cost				
A107	A107 - Equipment(i.e. nav aids, Fire				

Do Not Use the QSR for Quarterly Reporting

Change Request: 4000033081, 2022 - Q1 [Back](#)

[Save](#) | [Cancel](#) | [Create Activity](#) | [Refresh](#)

▼ Request 

Version: 0000000001 ▼ Last Changed By: 2BGOLDNER
View: Aviation Quarterly Report ▼ Change Date: 03/31/2022 15:25:21

AV-502 QUARTERLY PROJECT STATUS REPORT

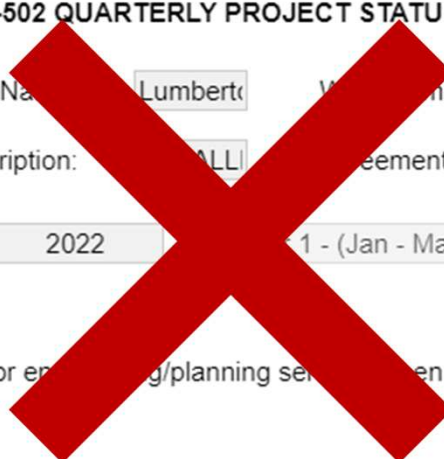
Airport Name: Lumberton Agreement Number: 46341.1.1
Agreement Description: ALL Agreement ID: 2000035609
Calendar Year*: 2022 1 - (Jan - March: Due April 1st) ▼

Project Status:

1. Has consultant for engineering/planning services been retained?*

Yes ▼

2. Extent of major work phases begun? (check all that apply):*



Upload photos as attachments in EBS via the Change Request module

Name each image like this: 2022-4-2 XYZ Pavement rehab-1

The screenshot shows the NCDOT GRANTS web application. The header includes the NCDOT logo and the word "GRANTS" in large white letters on a dark blue background. Below the header, the page title is "Change Request: 4000032275, Apron Expansion and Site Develop". A toolbar contains buttons for "Save", "Cancel", "Create Activity", and "Refresh". A sidebar on the left lists navigation options: Home, Worklist, Programs, Applications, Agreements, and Claims. The main content area shows a table of attachments. The table has columns for "Actions" and "Name". There are two rows of attachments: "Budget_JNX_36244.40.6.2" and "Ormond Energy Invoices.pdf". Each row has a "Properties" link and a trash icon.

Actions	Name
Properties	Budget_JNX_36244.40.6.2
Properties	Ormond Energy Invoices.pdf

Upload **Executed Work Authorizations** and **Construction Contracts** via EBS to the **Agreement** (not Change Request)



Only state-approved rates are eligible

Agreement: 2000064612, SCIF FUNDS - FY 2023 - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome Amy J. Hart

GRANTS

Agreement: 2000064612, SCIF FUNDS - FY 2023

Save | Cancel | New | Create Activity | Refresh | More

Attachments

Actions	Name
Properties	GRANT EXECUTION & NOTICE TO PROCEED 2000
Properties	EXECUTED GRANT AGREEMENT
Properties	APPROVAL OF REQUEST FOR AID APPLICATION
Properties	SUT_SCIF_NoOverdueTaxes.pdf
Properties	SUT_SCIF_ConflictOfInterest.pdf

Expand

Upload Document(s) From... Choose Files No file chosen Upload

Upload **Executed Work Authorizations** and **Construction Contracts** via EBS to the **Agreement** (not Change Request)

Agreement: 2000064612, SCIF FUNDS - FY 2023 - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome Amy J. Hart

GRANTS

Agreement: 2000064612, SCIF FUNDS - FY 2023

Save | Cancel | New | Create Activity | Refresh | More

Home

Worklist

Programs

Applications

Agreements

Claims

Accounts

Recent Items

- 2000037453 Airport...
- 2000051210 RDU - ...
- 2000058573 RECO...

Attachments

Actions	Name
Properties	GRANT EXECUTION & NOTICE TO PROCEED 2000
Properties	EXECUTED GRANT AGREEMENT
Properties	APPROVAL OF REQUEST FOR AID APPLICATION
Properties	SUT_SCIF_NoOverdueTaxes.pdf
Properties	SUT_SCIF_ConflictOfInterest.pdf

Expand

Upload Document(s) From Local Hard Disk: Choose Files No file chosen Upload

Upload **Quarterly Reports (AV-106, AV-107, Photos)** via EBS to the **Change Request** (not Agreement)

Change Request: 4000040356, SCIF FUNDS - FY 2023 - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

GRANTS

Change Request: 4000040356, SCIF FUNDS - FY 2023

Save | Cancel | Create Activity | Refresh

Home

Worklist

Programs

Applications

Agreements

Claims

Accounts

Attachments

Actions	Name
Properties	AGREEMENT CHANGE REQUEST 4000040356 AIF
Properties	AV-107_Q2-2023_SVH_36244.59.11.1.xlsx

Upload Document(s) From Local Hard Disk: Choose Files No file chosen

DBE/MBE/WBE

[illegible]

- Directed Funding grants require a MBE/WBE goal unless they combined with federal funds, which require a DBE goal
- Contact your APM to establish a goal
- AV-508 Goal Notification form will be uploaded with first quarterly report upon availability
 - Listing “None” indicates no goal *required (applies to Professional Services only)*
 - 0% indicates no goal set *(applies to Construction projects approved with no goal)*
- AV509-510 Vendor Awards and Payments form will be uploaded with first quarterly report upon availability
 - Amounts committed to minority contractors
 - Payments to-date to minority contractors
- Title IV is included in grant agreement

Directed Funding Checklist and Tips

AV-108: Directed Funding Checklist
To be used for: General Aviation Legislative (GAL) Funds, NC Airport Improvement Program (NCAIP) Funds and State Capital and Infrastructure Funds (SCIF)
For property-related requests, please reference [AV-100](#) (NCDOT GA Program Development Checklist, page 2).

Notes
Directed Funding Quarterly Progress and Expense Report update is **NOT** a FINAL
Submit Via

Activity	Notes	Submit Via
1 IF: This Directed Funding Quarterly Progress and Expense Report (AV-107) is required from the Notice to Proceed (NTN) through the most recently completed quarter for the life of the project. THEN: Verify the following items have been submitted: Quarterly Due Dates: Jan 10, Apr 10, Jul 10, Oct 10 Note: Sponsor dates must be met in order for DoK to meet its quarterly reporting deadlines. AV-106 Directed Funding Encumbrance Report (if applicable). AV-107 Directed Funding Quarterly Progress and Expense Report. Enter Invoice Amounts/Pay Applications Individually on the AV-107. If multiple invoices are included, do NOT enter total A-Code amount for entire claim; entries must be broken down by invoice dates. Progress photos of project(s) 2 IF: This Directed Funding Quarterly Progress and Expense Report update includes: THEN: Verify the following items have been submitted: AV-109 Proposed Directed Funding Projects Form 3 IF: This Directed Funding Quarterly Progress and Expense Report update includes: THEN: Verify the following items have been submitted: Executed Work Authorization (professional services) or Purchase Order (equipment)	 AV-106 will identify any executed work authorizations, purchase orders, or construction contracts, etc. Include summation of total directed funds that are encumbered. AV-107 has TWO tabs to be completed: 1. Quarterly Progress Report tab includes objectives, milestones, start/end dates. 2. Quarterly Expense Report tab should list individual invoices/pay applications and resulting payment calculations, and total sums, etc. **CHECK MATH** Remove Date: Tax on expenses via the AV-107 form! Applies only to equipment, site preparation and construction, not professional services/direct service. Not professional services/direct service. Not each image to provide the date it was taken, your airport homepage image to provide the date it was taken, 2022-2-2 XYZ call letters and brief description, as follows: 2022-2-2 XYZ Pavement rehab, if you provide multiple images of the same thing, number each image: 2022-2-2 XYZ Pavement rehab-1, 2022-2-2 XYZ Pavement rehab-2, etc. before uploading. 2022-2-2 XYZ Pavement rehab-3, etc. before uploading. Proposed Projects column should total to Directed Funding amount. Identify scope change from initial submittal. Also, identify what a change this is. DoK is not approving scope, fees or rates. However, Directed Funding is only eligible to be used on items at the State approved rates: per diem, audited overhead rates, etc. Should grantee choose to pay over the approved rates, the grantee documentation must delineate between what is eligible for Directed Funding and what is not. It is the sponsor's responsibility to keep on file for auditing.	 EBS – Non-Amount Change Request EBS – Non-Amount Change Request EBS – Non-Amount Change Request EBS – Non-Amount Change Request EBS – Non-Amount Change Request EBS – Non-Amount Change Request

AV-108 Directed Funding Checklist - August 2022
1 of 3

Directed Funding Tips
Applicable Laws & Guidance
State Capital Infrastructure Funds (SCIF), NC Airport Improvement Program (NCAIP) Funds, General Aviation Legislative (GAL) Directed Funds

- All federal, state, and local laws apply to the SCIF, NCAIP, and GAL funds.
- STATE FUNDS = STATE GUIDELINES. ([Box America's](#), [Maximum Allowable Non-Salary Direct Costs](#), audited overhead rates, etc.) If you have specific questions, refer to the NCDQA.
- Connect website or contact your assigned APM.
- As a federally obligated airport, sponsors are required to follow FAA Policies, Standards and Specifications applicable to the project(s). Otherwise, future maintenance may not be eligible for federal funding.

Scope & Overall Funding

- Funds may be used for capital projects. Capital improvement projects include real property acquisition, new construction or rehabilitation of existing facilities, and repairs and renovations over \$100,000 in value. ([GS 140C-1-140C5](#))
- Encumbrance is defined as a financial obligation created by a purchase order, contract, salary commitment, unearned or prepaid collections for services provided by the State, or other legally binding agreement. ([GS 140C-1-140C5](#))
- Directed funds cannot be commingled with any other funds. They must be tracked and reported separately from all other funds, including interest earned. If your accounting software is not set up to separate grant funds, deposit directed funds into a new bank account. If your organization has more than one directed funding grant from any source (SCIF, NCAIP, GAL), deposit funds from each in their own accounts. (As of July 2022 for NCAIP and GAL funds [House Bill 103](#))
- The Division of Aviation is **not** approving scope, fees, or rates. However, all directed fund types are only eligible to be used on items at the state approved rates (ex. [Maximum Allowable Non-Salary Direct Costs](#), audited overhead rates, etc.). Should grantees choose to pay more than the approved rates, their documentation must delineate between eligible expenses and ineligible expenses for a different funding source. NCDQA may complete a cursory review of documents if requested.
- If these directed funds are combined with federal funds for construction acceptable delivery improvement project listed on the approved AV-106 (or AV-109 if scope has changed), Accounting must be set up to move interest accrued was expended on approved projects. (As of July 2022 for NCAIP and GAL funds [House Bill 103](#)).
- Administration fees from banks are eligible expenses.
- Directed grant funds may be used to pay for Builder's Risk Insurance ONLY if it is directly related to the project.

Page 1 of 5
August 2022

Note Checklist items for closeout documents if the allotment is fully expended but the project is not complete...

6 IF this Directed Funding Quarterly Progress and Expense Report update will <u>fully expend the FY allocation but the project is NOT complete</u> , in lieu of closeout docs THEN submit these items:		
Allocation Closeout Letter on sponsor letterhead. See example .	Explain percent of contract completed at end of SFY and that the project is going to continue to encumber funds of future year allotments. Include in letter that expenses listed with state sales tax and other funding contributions are removed from the amount being expended against this grant. Confirm all required environmental documentation for construction was completed and approved.	EBS – Change Request
Most recent AV-509/AV-510 : to show minority participation completed to-date. AV-509/AV-510: DBE/MBE/WBE/HUB Vendor Commitments/Payments.	ONLY collect for projects fully funded with state funds to show status to-date so DoA can confirm goals are met in the end. If project is funded across multiple years, require a report at the closeout of one funding grant as it rolls into the next. State funds require a MBE/WBE goal unless combined with federal funds which will require a DBE goal.	EBS – Change Request
Progress photos of project(s) (Photos, while not required for equipment, or construction, are very helpful for reporting progress to legislature.)	Name each image to provide the date it was taken, your airport call letters and brief description, as follows: 2022-4-2 XYZ Pavement rehab . If you provide multiple images of the same thing, number each image: 2022-4-2 XYZ Pavement rehab-1 , 2022-4-2 XYZ Pavement rehab-2 , etc., before uploading.	EBS – Change Request

SPONSOR LETTERHEAD

Date

APM/Grant Administrator
NCDOT Division of Aviation
1560 Mail Service Center
Raleigh, NC 27699-1560

Re: Directed Funding Allocation Closeout Letter for WBS 36244.XXXXXX

Dear Grant Administrator,

This correspondence is to provide additional information concerning expenditures under WBS 36244.XXXXXX, which have been fully expended. While funds are fully expended, the project is not complete and will continue in the next state fiscal year. Percent of contract completed at end of SFY is X%. Therefore, in lieu of closeout documentation, we have provided the following:

1. Updated AV-106 Directed Funding Encumbrance Report.
2. Updated AV-107 Directed Funding Quarterly Progress and Expense Report.
3. Updated AV509-510 to show minority participation to-date.

Additionally, we certify the following statements:

1. No expenses listed on AV-107 have been paid/reimbursed by any other federal or state funding program.
2. North Carolina sales tax have been removed and are not included as expenditures under this WBS.
3. All required environmental documentation for construction was completed and approved.
4. *Explanation if no formal bid tab is provided. (ex. CMAR)*

The << insert project scope here >> project is a multi-year project that is expected to continue through FY20xx. Executed contracts for Design/CA, Project Management and Construction pertaining to this period of funding have been uploaded to the agreement in EBS.

If you have any questions, please let us know.

Sincerely,

Authority signature

C: File

Attachments in EBS:

1. Environmental Permit(s)
2. FAA FONS; FAA 7460
3. Executed contracts pertaining to funding period
4. AV509-510, AV107 and AV106

NCDOT Aviation Directed Funding Allocation Closeout Letter Template

REV: 11/26/2022

Yellow Book Audits Required Each Year for Recipients of \$500K+

Upload as Change Request within nine months after your FY ends

Change Request: 4000037261, CAPITAL IMPROVEMENTS - [SAP] - Work - Microsoft Edge

https://pcr.ebs.nc.gov/grants(bD1lbiZjPTYwMCZkPW1pbG==)/default.htm

Welcome Amy J. Harb

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GRANTS

Saved Searches ▾

Change Request: 4000037261, CAPITAL IMPROVEMENTS

Save | Cancel | Create Activity | Refresh

Attachments

Attachment URL With Template Filter:

Advanced

Actions	Name	Type
Properties	2QTR PROGRESS REPORT_INT_3...	Microsoft Offic...

Upload Document(s) From... Choose Files No file chosen Upload

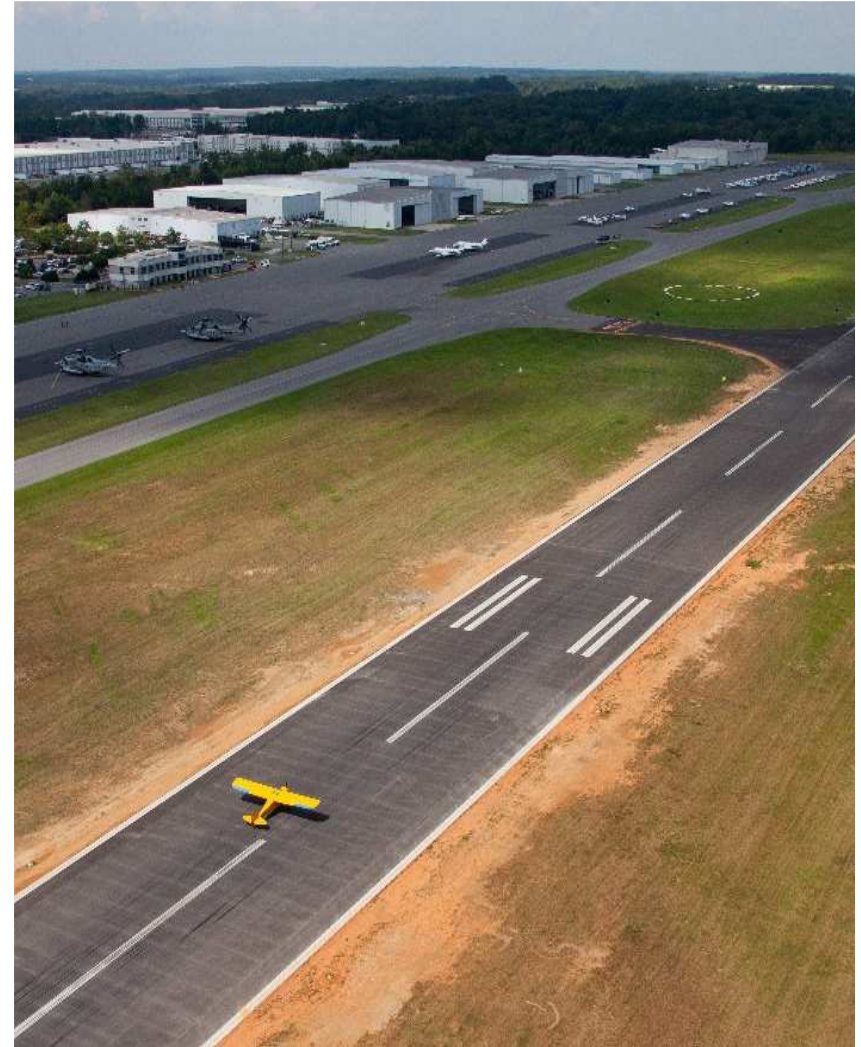


Expending Funds

- The legislation provides no deadline for expending funds
- **FY2022** SCIF grant agreements expire June 30, **2024**
- **FY2023** SCIF grant agreements expire June 30, **2025**
- Agreements can be extended if specified projects are not completed by that time

Reminders

- Any land acquisition must have NCDOT Right-of-Way concurrence on fair market value / settlement value
- FAA Section 163 to determine need for federal approval applies when using State/Directed funds. If no federal funds are used or SEPA is needed, work directly with NCDOA.
- Contact NCDOA APM if alternative delivery methods are proposed.



Airport Record-keeping Responsibilities



- Airport/Airport Sponsors are responsible for keeping all records and backup documentation
- Maintain records for five years following the acceptance of project completion

SCIF Questions?

- Raise hand/unmute
- Type in Chat
- GAL recap upcoming



Slides, Forms and Guidance on the Connect site

CARES Act Grant Guidance - REVISED	
Electronic Signatures - Instructions	
Enter Cash Flow in RFA Instructions	PDF
Federal AIP Sponsor Certifications Example (Sept 2020)	PDF
Federal AIP Sponsor Certifications Template (Sept 2020)	PDF
Federal AIP Sponsor Certifications_zip (Sept 2020)	ZIP
Federal Grant Tutorial (Dec 2018)	PDF
Final Statement Letter Example	PDF
Mixed Funding Grant Tutorial (Jan 2019)	PDF
RPR/CEI Timesheet & Travel Reimbursement Form (SFY 2023 Rates)	X
State Grant Tutorial (Jan 2019)	PDF
Submitting QSRs in EBS Instructions	PDF
Development Resources	
Directed Funding (NCAIP, GAL, SCIF)	
AV-109 Proposed Directed Funding Projects Form	PDF
AV-106 Directed Funding Encumbrance Report	X
AV-107 Directed Funding Quarterly Progress and Expense Report	X
AV-108 Directed Funding Checklist	PDF
NCDOT Aviation Directed Funding Tips	PDF
Sponsor News	
Grant Briefs Archive	ZIP
Sponsor Brief Archives	ZIP
Maximum Allowable Reproduction Rates for Consultants (Feb 2019)	PDF

Questions?
Sheila Gibbs
(919) 814-0571
sbgibbs@ncdot.gov

General Aviation Legislative (GAL) Appropriations

- NC House Bill 100 appropriated funds
- \$9,500,000 to 7 airports in FY2020
- \$6,900,000 to 4 airports in FY2021
- Differs from SCIF:
 - Eligible expenses include Airport Improvements/Debt Service
 - Not required to track interest accrued or expended



General Aviation Legislative (GAL) Appropriations



Legislative Directive Advance Funds Process

1. Submit under the Request for Aid in EBS software system, the [AV-104](#) Form (Proposal for Airport Improvements Or Debt Service) that was attached to your award letter noting project names and costs. If you will be utilizing your legislative directive funds towards multiple projects, please list all projects on the [AV-104](#) form. Do not separate projects across multiple forms.
2. Once the RFA and [AV-104](#) form have been reviewed and approved by your APM, you will receive an executed agreement via the EBS software system.
3. Submit first and only Claim for the 2019-2020 appropriated funding in the amount of \$250,000 as outlined in **§ Session Law 2019-231 Airport Improvement Program**. Be sure to upload the approved [AV-104](#).
4. Submit QSR via the Change Request module throughout the life of the project(s).
5. Under the **Change Request (QSR)** submit the following:
 - Supporting documentation for airport improvements and/or debt services (refer to [AV-103](#) checklist).
 - [AV-105](#) Form (Compliance Documentation for Previously Approved Funding) or equivalent for each project.
6. Any modifications (including but not limited to adding the 2020-2021 funds at the appropriate time) to the project require a revised [AV-104](#) form and approval from the APM. This would be accomplished through a Change Request in the EBS software system. A blank [AV-104](#) template can be found on the website.
7. Project Closeout is completed through a Change Request in the EBS software system. Upload into EBS the following:
 - Final Closeout Documentation (refer to [AV-103](#) checklist for applicable documentation).

NOTES:

- GA airports must request minority goals from NCDOA
- All sales tax must be deducted from invoices and shown on the claim form and the [AV-105](#)

- REPORTING OPTIONS:
 - Continue reporting via QSR
 - New Directed Funding process
- Funds must be expended or encumbered by **June 30, 2024** per Section 41.4 of S.L. 2022-74
- Next report due **April 10, 2023**
 - Must notify APM in writing before



GAL Questions?

- Raise hand/unmute
- Type in Chat

North Carolina: Forever First in Flight

Thank you for creating a strong aviation economy!

